

**CONFIDENTIAL**

Approved For Release 2005/11/17 : CIA-RDP58-00039A000500030150-9

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 3 January 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 27 December 1955 to 3 January 1956

1. Numbers in Clerical Training. During the week of 27 December there were 25 people in Clerical Induction Training. At the same time last year there were 26. The Clerical Orientation program was not conducted this week because of the small number of employees ready for Orientation.

2. Clerical Induction Training on curtailed schedule. Clerical Induction Training is operating under a curtailed schedule due to the small number of EOD's. The only courses being offered this week are shorthand and typing.

3. Illness of [ ] On 27 December, [ ] Chief of Clerical Training, entered the hospital for treatment. It is expected that she will return to duty on or about 9 January.

4. Staff members return from leave. [ ] [ ] have returned to duty from Christmas leave.

5. Marriage of Staff Member. On 18 December 1955, [ ] [ ] an instructor in the Clerical Refresher Training, was married to [ ]

**CONFIDENTIAL**

Approved For Release 2005/11/17 : CIA-RDP58-00039A000500030150-9